

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of August 6, 2012

According to staff notes, the following items were discussed.

- 9:00 A.M. Auditor's Office – Theresia Ehrich
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Distributed , highlighted, and fielded questions on the county's July financial statements (5 Year CE Recap & Special Funds Balances, 2 year Current Expense Revenues and Expenditures.)
 - Expended \$1 million of Current Expense month end fund balance for payroll and AP runs this week.
 - Asked Commissioners if there was any change or questions on 2013 budget directives.
- 9:15 A.M. Central Operations - Diane Zoren
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Diane is on vacation August 13-16.
 - Flu Clinic - Belfair Rite Aid has offered to come on-site in September.
 - Appointment of Tamra Ingwaldson to the Housing Authority.
 - Hood Canal Highland Celtic Festival proclamation will be on the August 14 agenda.
 - Final hearing for Island Lake Lake Management District is August 7.
 - Annual resolution needs to be adopted for the Secure Rural Schools program. The Board agreed to use the same formula as last and the resolution will be on the August 14 agenda.
 - 2013 Commissioner budget request. Increased Commissioner salaries 3%, per Resolution 85-01. Budgeted for full medical for all three positions
- 9:30 A.M. Economic Development Council – Matt Matayoshi
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Matt introduced Cheryl Fambles, the new Director of the Pacific Mountain Workforce Development Council (Pac Mtn). Ms. Fambles reviewed the services provided by the Pac Mtn and distributed a worksheet on Mason County. She noted there are Mason County representative vacancies on the Pac Mtn Council and she will forward names for the Commissioners to consider for appointment.
- 9:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Belfair Water District Annexation
Received Resolution for annexation of lots 1-24 and Lot B of Clifton Heights from Belfair Water District #1. Approval to set public hearing to consider this annexation for August 21, with Action Agenda approval on August 7. Commissioners had no specific comments or questions.
 - Planning Advisory Commission Applications
Discussed with Board a scrivener's error that extends Mr. Neatherland's term until December 31, 2012. Therefore only one position in District 2 is vacant. All applications received were reviewed, however only one was found to actually reside in District 2 – Ken VanBuskirk. Mr. VanBuskirk will be considered for official appointment on an upcoming Action Agenda.

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- Approval of Mason County Heritage Grants
Two grants are recommended for Board approval by the Mason County Historic Preservation Commission. These grants are for \$5,000 each awarded to Squaxin Island Museum, Library and Research Center and to Washington State Parks Schafer Park. Commissioners had no specific comments or questions.
- Rezone of Kapaun Property
Rezone of 2.05 acres from RR5 to RC2 set for Board's consideration at a public hearing on August 7, 2012. Staff provided staff report and location maps to Commissioners. There were no specific comments or questions.

10:00 A.M. BREAK

- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- County Road Administration Board RAP Agreements for North Shore Road (County Road Project #1969, Culvert replacement project) Pickering Road (County Road Project #1487, Road reconstruction project), Matlock Brady Road (County Road Project # 1970, Road improvement project).
 - Set hearing to recognize the change of control transaction for the required notice for the Wave Broadband's franchise agreement. Hearing to be held on September 4, 2012.
 - Set hearing for Allyn Hoef's Private Line Utility Occupancy Permit for address: 3100 Mason Lake Drive West, Grapeview, WA. Hearing to be held on September 4, 2012.
 - Road Vacation No. 377 accepting the recommendation of the Hearing Examiner and granting the vacation of a portion of Shelton Matlock Road.
 - Road Vacation No. 380 accepting the recommendation of the Hearing Examiner and granting the vacation of a portion of Harstine Island Road South.
 - Road Vacation No. 382 accepting the recommendation of the Hearing Examiner and granting the vacation of a portion of East Tacoma Street and Fir Street.
 - Public Works consolidation and reorganization structure, proposed time line and changes to department.
 - Vehicles for Probation and Fire Marshal were discussed.

- 10:30 A.M. Public Works - Stormwater Task Force Final Recommendation
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
The Stormwater Task Force recommendations were developed through consensus of those members present during meetings. Key points are:
- SWTF members recommend implementing a "Clean Water" program that is broader in scope than the adopted Stormwater Management Plan.
 - The Clean Water Program consists of: education and outreach; enforcing existing regulations; providing technical assistance to landowners; performing water quality monitoring (ambient and PIC); ensuring on-site septic systems are maintained; designing and constructing projects; providing program management and accountability.
 - The recommended Clean Water Program has an estimated annual funding gap of \$1.43 million.
 - The program should be funded with one new revenue source: a stormwater utility rate set to generate the estimated \$1.43 million per year.
 - While the bullets above represent SWTF consensus, some members felt the program should be larger (requiring an even larger amount of new revenue) and some members felt the program should be smaller (scaled back so no new revenue source is required).

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- 11:00 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- 2012 Metals Contract:
Reminded the Board that notice of this contract award would be made at the August 7th Commission meeting. Award made to Faber & Sons Recycling, LLC of Elma and Rochester, WA; A total of five proposals submitted; two local proposals received -- from Wilson Recycling (4th best proposal) and Shelton Auto (5th best proposal); Faber & Sons proposal results in an approximate credit to the County of \$15,600 annually while 2nd best proposal would result in an annual credit of approximately \$9,400;
Contract is for 1 year (ending on July 26, 2013) with option to extend 1 additional year on mutual agreement by both parties;
2012 metal pickup under the contract began at Shelton transfer station on Saturday, July 28th.
 - Submittal of Additional .09 Money request for Belfair Sewer Project:
Utilities working on submitting a .09 money request for \$350,000 per year through around 2022/2023 -- basically all of the unallocated .09 money available each year through 2022/2023;
Needed to balance Belfair utility budget based on assumptions of 3% equivalent residential unit (ERU) growth rate and 3% annual increase in monthly rates beginning in 2017;
Commissioner Sheldon concerned about using all of the .09 money for a single project for that length of time;
Commissioner Sheldon suggested looking at other alternatives such as bonding for debt repayment at lower interest rates and higher ERU growth rates;
Commissioners would like to keep flexibility in future use of .09 money for other emerging projects;
Utilities will likely revise current request to be just for \$350,000 in each of the next 2 years, 2013 and 2014;
 - Water Conservancy Board (WCB) Chair:
George "Sam" Sevier, chair of the WCB, appeared before the Board to discuss concerns related to public records requests (PRR) as they might relate to board members use of their personal computers and other electronic devices;
Concern with information on person computers being subject to being looked at for a PRR;
At least two WCB members are considering resigning from the WCB because of this possibility;
Discussed setting up separate "folders" on computers for all WCB related business but concern is that this may not even protect their personal, private information;
Knows that County can't afford to buy separate "county" computers to be used for WCB related business;
Affects members of all County boards, committees, commissions, etc.
WCB members would like to see County work at addressing this somehow, though not sure exactly how;
Commissioner Ring Erickson mentioned that County association has been working on this as a state-wide issue for all Counties;
- 11:15 A.M. Facilities, Parks & Trails – John Keates
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Brought up the issue of renovating the control room in the Mason County Jail. It is the highest priority in the soon to be completed assessment plan. The project will cost an estimated \$250,000 and will transform the jail to a complete digital system. The challenge will be funding. John asked if proceeds from the sale of the former Extension Office Building on Highway 101 could be used. Commissioners replied they'd rather

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have funds taken from the REET II fund. John said he would come back with a more detailed project scope and options for project funding.

- Asked if the Commission could meet onsite with state parks about Fudge Point. None of the Commissioners had any time.
- Reviewed the list of accomplishments made by the summer youth crew.
- Discussed setting up a ribbon cutting ceremony for Sunset Bluff. Commission would also like to see one for Latimer's Landing.
- Highlighted the RCO grant applications.

Noon Closed Session - RCW 42.30.140 (4) Labor Discussion
Commissioners Ring Erickson, Sheldon and Bloomfield met in Closed Session from noon to 12:15 p.m. to discuss a labor issue with Department Heads, Tim Whitehead and Bonnie Cap. No action was taken.

12:15 p.m. Executive Session - RCW 42.30.110 (1)(b) - Real Estate
Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 12:15 p.m. to about 12:25 p.m. discuss a real estate matter with John Keates. No action was taken.

12:25 p.m. Executive Session - RCW 42.30.110 (1)(g) - Personnel
Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 12:25 p.m. to about 12:40 p.m. discuss a personnel matter with John Keates. Dawn Twiddy was also in attendance. No action was taken.

Tuesday

10:15 A.M. - rescheduled from Monday Human Resources - Bonnie Cap
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Bonnie discussed two reclassification requests: 1) the Deputy Administrator Probation from range 29 to 33 effective retroactive to 1/1/12 and 2) the Public Health and Human Services Director from "Y" rate of range 39 to range 45 effective 1/1/13. The Board agreed to place these items on the action agenda for August 21, 2012 to amend the Non-Union Salary Range Alignment.
- The other item for briefing was to determine if the Board still favored restoring certain rights to employees recalled from layoff for the AFSCME and Teamster bargaining units. The recall rights would restore the recalled employee's vacation accrual rate, forfeited sick leave accrual, original seniority date, and the previous longevity rate. The Board agreed to place these applicable memorandums of understanding on the action agenda for August 21, 2012.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner